



for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair. Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

**FC/05**     **ELECTION OF MAYOR 2026/27**

Councillor Lyle invited nominations for Mayor.

Councillor Gill nominated Councillor Lyle. This nomination was seconded by Councillor Cowell.

There were no other nominations.

**RESOLVED TG/KC (unanimous)**

To elect Councillor Lyle as Mayor for 2026/27.

Councillor Lyle signed the Declaration of Office and chaired the meeting.

**FC/06**     **ELECTION OF DEPUTY MAYOR 2026/27**

The Mayor of Ludlow, Councillor Lyle invited nominations for Deputy Mayor.

Councillor Cowell nominated Councillor Addis. This nomination was seconded by Councillor Maxwell-Muller.

Councillor Harris self-nominated. This nomination was seconded by Councillor Gill.

A paper ballot was taken.

Councillor Addis received 8 votes.  
Councillor Harris received 3 votes.

**RESOLVED KC/IMM (8:3:0)**

To elect Councillor Addis as Deputy Mayor for 2026/27.

Councillor Addis signed the Declaration of Office.

**FC/07**    **APOLOGIES**

Apologies were received from Councillors Ginger, Hepworth, Parry and Ward.

**FC/08**    **DECLARATIONS OF INTEREST****Disclosable Pecuniary Interests**

None declared.

**Conflicts of Interest**

None declared.

**Personal Interests**

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Cowell	35	Knows one of the nominees.
Lyle	35	Knows two of the nominees and is a member of the Friends of Whitcliffe Common.

**FC/09**    **PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public in attendance.

**FC/10**    **LUDLOW POLICE UPDATE**

Apologies were received from the Safer Neighbourhood Team with a written update, which was circulated amongst Councillors.

**FC/11**    **LUDLOW'S UNITARY COUNCILLORS SESSION**

There were no Unitary Councillors present.

**FC/12**    **MINUTES****RESOLVED DL/KC (unanimous)**

That the minutes of the Council meeting held on Monday 20<sup>th</sup> April 2026 be approved as a correct record and signed by the Chair.

**FC/13**    **ITEMS TO ACTION**

**RESOLVED DL/PA (unanimous)**

That the Items to Action be noted.

**FC/14**    **MEETING CALENDAR**

**RESOLVED DL/PA (unanimous)**

That the Council/Committee meeting dates for 2026/27 be adopted.

**FC/15**    **COMMITTEE STRUCTURE**

**RESOLVED DL/KC (unanimous)**

That the Committee Structure of Services Committee, Representational Committee, Staffing Committee, Policy & Finance Committee and Task and Finish Groups be adopted.

**FC/16**    **MEETING PROTOCOL**

**RESOLVED DL/TG (unanimous)**

That the Meeting Protocol be adopted.

**FC/17**    **SERVICES COMMITTEE TERMS OF REFERENCE**

**RESOLVED KC/IMM (unanimous)**

That the Terms of Reference for Services Committee be adopted, subject to a review at the first Services Committee meeting.

**FC/18**    **SERVICES COMMITTEE MEMBERSHIP**

**RESOLVED PA/IMM (unanimous)**

That the membership of the Services Committee, consisting of Councillors Addis, Childs, Cowell, Gill, Lyle, Maxwell-Muller, Scott-Bell, Tapley and Taylor, be approved.

**FC/19 ELECTION OF SERVICES COMMITTEE CHAIR 2026/27**

Councillor Addis self-nominated. This was seconded by Councillor Maxwell-Muller.

There were no other nominations.

**RESOLVED PA/IMM (unanimous)**

That Councillor Addis be elected Chair of Services Committee for 2026/27.

**FC/20 REPRESENTATIONAL COMMITTEE TERMS OF REFERENCE**

**RESOLVED KC/SH (unanimous)**

That the Terms of Reference for Representational Committee be adopted, subject to a review at the first Representational Committee meeting.

**FC/21 REPRESENTATIONAL COMMITTEE MEMBERSHIP**

**RESOLVED KC/PA (unanimous)**

That the membership of Representational Committee, consisting of Councillors Addis, Cowell, Gill, Harris, Lyle and Tapley, be approved.

**FC/22 ELECTION OF REPRESENTATIONAL COMMITTEE CHAIR**

Councillor Harris self-nominated. This was seconded by Councillor Gill.

Councillor Cowell self-nominated. This was seconded by Councillor Addis.

A paper ballot was taken.

Councillor Harris received 3 votes.

Councillor Cowell received 3 votes.

**RESOLVED KC/PA (4:3:0)** The Mayor exercised their casting vote to break the tie.

That Councillor Cowell be elected Chair of Representational Committee for 2026/27.

**FC/23 STAFFING COMMITTEE TERMS OF REFERENCE**

**RESOLVED SH/MT (unanimous)**

That the Terms of Reference for the Staffing Committee be adopted, subject to a review at the first Staffing Committee meeting.

**FC/24 STAFFING COMMITTEE MEMBERSHIP**

**RESOLVED DL/IMM (unanimous)**

That the membership of the Staffing Committee, consisting of Councillors Gill, Lyle, Maxwell-Muller, Owen, Scott-Bell and Taylor, be approved.

**FC/25 ELECTION OF STAFFING COMMITTEE CHAIR 2026/27**

Councillor Lyle nominated Councillor Scott-Bell. This was seconded by Councillor Maxwell-Muller.

There were no other nominations.

**RESOLVED DL/IMM (unanimous)**

That Councillor Scott-Bell be elected as Chair of Staffing Committee for 2026/27.

**FC/26 POLICY & FINANCE COMMITTEE TERMS OF REFERENCE**

**RESOLVED RO/IMM (unanimous)**

That the Terms of Reference for the Policy & Finance Committee be adopted.

**FC/27 POLICY & FINANCE COMMITTEE MEMBERSHIP**

**RESOLVED MT/PA (unanimous)**

That the membership of the Policy & Finance Committee, consisting of Councillors Addis, Childs, Cowell, Gill, Harris, Lyle, Maxwell-Muller, Owen, Scott-Bell and Taylor, be approved.

**FC/28 ELECTION OF POLICY & FINANCE COMMITTEE CHAIR 2026/27**

Councillor Taylor nominated Councillor Owen. This was seconded by Councillor Addis.

There were no other nominations.

**RESOLVED MT/PA (unanimous)**

That Councillor Owen be elected as Chair of Policy & Finance Committee for 2026/27.

**FC/29 AUTHORISED SIGNATORIES**

**RESOLVED DL/KC (unanimous)**

That Councillors Addis, Cowell, Gill, Lyle, Owen, and Taylor be approved as Authorised Signatories.

**FC/30 DIRECT DEBITS**

**RESOLVED DL/RO (unanimous)**

That the Council's active direct debits be approved.

**FC/31 CLIMATE ACTION TASK & FINISH GROUP**

**RESOLVED DL/KC (unanimous)**

That the membership of the Climate Action Task & Finish Group, consisting of Councillors Cowell, Lyle, Maxwell-Muller and Tapley be approved, and that the Terms of Reference be adopted.

**FC/32 BUDGET TASK & FINISH GROUP**

**RESOLVED DL/KC (unanimous)**

That the membership of the Budget Task & Finish Group, consisting of Councillors Cowell, Lyle, Owen, Scott-Bell and Taylor be approved; that the Terms of Reference be approved; and that the Group commence 2027/28 budget-setting activities with the Town Clerk/RFO in July 2026.

**FC/33 TOWN CENTRE PLANTING TASK & FINISH GROUP**

**RESOLVED KC/DL (unanimous)**

That the membership of the Town Centre Planting Task & Finish Group, consisting of Councillors Cowell, Lyle and Taylor be approved, and that the Terms of Reference be approved.

**FC/34 COMMUNICATIONS TASK & FINISH GROUP**

**RESOLVED DL/KC (unanimous)**

That the membership of the Communications Task & Finish Group, consisting of Councillors Childs, Cowell, Lyle, Maxwell-Muller, Owen and Scott-Bell be approved, and that the Terms of Reference be approved.

**FC/35 CHURCHYARD WALLS TASK & FINISH GROUP**

**RESOLVED DL/KC (unanimous)**

That the membership of the Churchyard Walls Task & Finish Group, consisting of Councillors Childs, Gill, Harris, Lyle, Owen and Taylor be approved, and that the Terms of Reference be approved.

**FC/36 RESIDENTIAL RENTAL TASK & FINISH GROUP**

**RESOLVED PA/RO (unanimous)**

That the Residential Rental Task & Finish Group be disbanded.

**FC/37 INSURANCE TASK & FINISH GROUP**

**RESOLVED DL/KC (unanimous)**

That the membership of the Insurance Task & Finish Group, consisting of Councillors Owen and Taylor be approved.

**FC/38 EFFICIENCY REVIEW TASK & FINISH GROUP**

**RESOLVED DL/MT (unanimous)**

That the membership of the Efficiency Review Task & Finish Group, consisting of Councillors Childs, Harris, Lyle, Owen, Scott-Bell and Taylor be approved, and that the Terms of Reference be adopted.

**FC/39 CHRISTMAS LIGHTS TASK & FINISH GROUP**

**RESOLVED DL/PA (unanimous)**

That the membership of the Christmas Lights Task & Finish Group, consisting of Addis, Childs, Cowell, Gill, Harris, Lyle, Maxwell-Muller, Scott-Bell and Taylor be approved.

**FC/40**     **STANDING ORDERS**

**RESOLVED DL/PA (unanimous)**

To note that the Council's Standing Orders were amended and adopted on 20<sup>th</sup> April 2026.

**FC/41**     **FINANCIAL REGULATIONS**

**RESOLVED DL/RO (unanimous)**

That the Council's Financial Regulations be adopted.

**FC/42**     **COUNCIL'S LAND AND ASSETS**

**RESOLVED MT/KC (unanimous)**

That the Council's Asset Register be adopted, subject to a review by the Budget Task & Finish Group.

**FC/43**     **SCHEME OF DELEGATION**

**RESOLVED DL/PA (unanimous)**

That the Council's Scheme of Delegation be adopted.

**FC/44**     **INTERNAL CONTROLS**

**RESOLVED RO/DC (unanimous)**

That the Council's Internal Controls Policy be adopted, subject to a review by the Policy & Finance Committee.

**FC/45**     **RESOLVED RO/KC (unanimous)**

That the Council's Risk Assessment Policy be adopted, subject to a review by the Policy & Finance Committee.

**FC/46**     **RESOLVED RO/KC (unanimous)**

That the Council's Risk Assessments and Emergency Plans be adopted, subject to a review by the Policy & Finance Committee.

**FC/47 COMPLAINTS POLICIES**

**RESOLVED DL/SH (unanimous)**

That the Policy and Code of Practice for Handling Complaints be adopted.

**FC/48 RESOLVED DL/SH (unanimous)**

That the Policy for Dealing with Unreasonable Complainant Behaviour be adopted.

**FC/49 INSURANCE**

**RESOLVED RO/MT (unanimous)**

That the insurance cover in respect of all insured risks is adopted, and the insurance revaluation cover be noted.

**FC/50 RESOLVED RO/MT (unanimous)**

That vehicle insurance cover be adopted.

**FC/51 MEMBERSHIP OF OTHER ORGANISATIONS AND PROFESSIONAL BODIES**

**RESOLVED DL/KC (unanimous)**

That the policy on Council Representation on Outside Bodies be adopted.

**FC/52 RESOLVED DL/PA (unanimous)**

That the annual reports from Councillor Representatives on Outside Bodies for 2025/26, be received.

**FC/53 SALC REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Taylor is appointed the Town Council representative.

**FC/54 PARISH PATHS PARTNERSHIP REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Maxwell-Muller is appointed the Town Council representative.

**FC/55 LUDLOW ASSEMBLY ROOMS REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Gill is appointed the Town Council representative.

**FC/56 LUDLOW HOSPITAL REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Childs is appointed the Town Council representative.

**FC/57 LUDLOW CHAMBER REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Taylor is appointed the Town Council representative.

**FC/58 ACCESS GROUP REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Tapley is appointed the Town Council representative.

**FC/59 CONSERVATION TRUST FOR ST LAURENCE REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Owen is appointed the Town Council representative.

**FC/60 GALLOWS BANK TRUST REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Lyle is appointed the Town Council representative.

**FC/61 JOB CHARLTON TRUST ALMSHOUSES REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Harris is appointed the Town Council representative.

**FC/62 ELIZABETH MASSEY ALMSHOUSES REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Harris is appointed the Town Council representative.

**FC/63 HOSYER-FOX E ALMSHOUSES REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Harris is appointed the Town Council representative.

**FC/64 SOUTH SHROPSHIRE YOUTH FORUM REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Harris is appointed the Town Council representative.

**FC/65 FAIRTRADE STEERING GROUP REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Maxwell-Muller is appointed the Town Council representative.

**FC/66 SHROPSHIRE HILLS AND LUDLOW TOURISM DESTINATION PARTNERSHIP REPRESENTATIVES FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillors Taylor and Scott-Bell are appointed the Town Council representatives.

**FC/67 WIGLEY FIELD ALLOTMENTS REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Lyle is appointed the Town Council representative.

**FC/68 BOXING CLUB REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Harris is appointed the Town Council representative.

**FC/69 LUDLOW 21 GROUP – GREEN FESTIVAL REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Lyle is appointed the Town Council representative.

**FC/70 LUDLOW 21 TRANSPORT GROUP REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Lyle is appointed the Town Council representative.

**FC/71 FRENCH TWINNING REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Scott-Bell is appointed the Town Council representative.

**FC/72 HANDS TOGETHER LUDLOW REPRESENTATIVE FOR 2026/27**

**RESOLVED DL/PA (unanimous)**

Councillor Harris is appointed the Town Council representative.

**FC/73 MEMBERSHIP OF PROFESSIONAL BODIES**

**RESOLVED DL/SH (unanimous)**

That the Council's continued Membership of Professional Bodies be approved.

**FC/74 FREEDOM OF INFORMATION**

**RESOLVED MT/RO (unanimous)**

That the Council's Freedom of Information Policy be adopted, subject to a review by Policy & Finance Committee.

**FC/75**     **RESOLVED DL/PA (unanimous)**

That the Model Publication Scheme be adopted.

**FC/76**     **IT POLICY**

**RESOLVED DL/PA (unanimous)**

To note that the Policy & Finance Committee deferred consideration of the policy.

**FC/77**     **PRESS PROTOCOL**

**RESOLVED DL/KC (unanimous)**

That the Press Protocol within the Communications Policy be adopted.

**FC/78**     **DATA PROTECTION REGULATIONS**

**RESOLVED DL/TG (unanimous)**

That the Data Protection Policy be adopted.

**FC/79**     **MAYOR'S ALLOWANCE**

**RESOLVED IMM/RO (unanimous)**

That the Mayor's annual allowance of £3,280.00 be approved for 2026/27.

**FC/80**     **COMMITTEE MINUTES**

**RESOLVED PA/KC (unanimous)**

That the minutes of the Representational Committee meeting held on 21<sup>st</sup> April 2026 be received.

**FC/81**     **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED DL/SH (unanimous)**

That that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act

1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, and the meeting continue in closed session.

The meeting closed at 8.10PM.

\_\_\_\_\_  
Town Mayor

\_\_\_\_\_  
Date

Closed session minutes will be issued for this meeting.